

# VACANCY ANNOUNCEMENT

**Announcement Number: 007 13**

**OPEN TO:** *All Interested Applicants*

**POSITION:** **Human Resources Clerk**  
**FSN-5, FP-9 (Full Performance)**  
**FSN-4, FP-AA (Trainee Level)**

**OPENING DATE:** March 15, 2013

**CLOSING DATE:** **March 29, 2013**

**WORK HOURS:** Full-time work schedule:  
40 hours/week; 80 hours/pay period

**SALARY:** EFM/MOH/NOR: US \$31,963.00 p.a.  
(Starting salary - Position Grade: FP-9/1)  
EFM/MOH/NOR: U.S. \$ 24,518.00 p.a.  
(Starting salary - Position Grade: FP-AA)

Ordinary Resident (OR): Euro €15,121.00 p.a.  
(Starting salary - Position grade: FSN-5/1)  
Ordinary Resident (OR): Euro €13,876.00 p.a.  
(Starting salary - Position grade: FSN-4/1)

**Note: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions)**  
**MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY**  
**PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

Mission employees may not apply for vacant position during probationary period.

The U.S. Embassy in Athens is seeking an individual for the position of **Human Resources Clerk** in the **Human Resources Office**.

## **BASIC FUNCTION OF POSITION**

The incumbent provides administrative support to the Human Resources Officer and Human Resources section. Maintains U.S. and locally engaged staff personnel files. Handles local leave issues and injuries in the line of duty claims.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Provides administrative support to HR Officer and HR Section. Maintains HRO's calendar, scheduling meetings and appointments. Takes and properly routes all telephone calls. Picks up mail. Maintains subject and chronological files; keeps regulatory and other handbooks up-to-date. Prepares telegrams, memos, letters and notices as required. Orders supplies for the section. Posts and removes materials from HR bulletin boards. Sends out management notices as necessary. Manages receipt and sending of section FAX correspondence and properly records. Prepares the section's time and attendance report biweekly. Performs other administrative services for the section as needed. Maintains Emergency Action Notification System for Human Resources. Updates the HR sharepoint site.

A more detailed list of the position duties is available from HR.

## **QUALIFICATIONS REQUIRED**

**All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.**

- **Education**: Secondary school (completed) **is required**.
- **Experience**:
  - **FSN-5/FP-9 (Full performance)**: Two years of general work experience **are required**.
  - **FSN-4/FP-AA (Trainee level)**: One year of general work experience **is required**.
- **Language**: a) English language level III (good working knowledge) speak/read/write and  
b) Greek language level III (good working knowledge) speak/read/write **are required**.
- **Knowledge**: Good working knowledge of pertinent 3 FAM and Post Personnel Policies **are required**.
- **Skills and Abilities**: Analytical ability, tact, discretion and objectivity in work-related contacts; good judgment; draft well in English and Greek; advanced computer skills.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications and provide documentation required in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of their employment.
5. Currently employed NORs hired under Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, **unless** currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.
7. Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

## **HOW TO APPLY**

**Interested candidates for this position must submit the following for consideration of the application:**

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) form (copy attached); **plus**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Candidates may also include a current resume or curriculum vitae.
4. **Any** other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

**Failure to do so will result in an incomplete application.**

## **WHERE TO APPLY**

You may hand deliver your application/resume to the Reception area of the Embassy **by 5 p.m. on the closing date**, fax, mail or e-mail it at **recruitmentath@state.gov**.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eight weeks after the closing date of the announcement.

### **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy  
101 60 Athens

### **POINT OF CONTACT**

Aimilia Boka  
Tel: 210-720-2238  
Fax: 210-720-2197

## **DEFINITIONS**

1. **Eligible Family Member (EFM)**: An individual related to a U.S. government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under Chief of Mission (COM) authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: March 29, 2013**

The U.S. Mission in Greece provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Distribution: All U.S. Mission Personnel

Drafted by: HRA/ABoka

Cleared by: HRO/SInzerillo

Approved by: MGT/ MTeirlynck

**U.S. Mission**  
Athens, Greece  
**APPLICATION FOR EMPLOYMENT**  
**AS A LOCALLY EMPLOYED STAFF OR FAMILY MEMBER**  
(This application is for positions recruited by the Mission under the  
Department of State's Office of Overseas Employment's interagency  
Local Employment Recruitment Policy)

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**POSITION**  
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1. Position Title \_\_\_\_\_ 2. Grades \_\_\_\_\_  
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3. Vacancy Announcement Number (*if known*) \_\_\_\_\_ 4. Date Available for Work \_\_\_\_\_  
----- (mm-dd-yyyy)  
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**PERSONAL INFORMATION**  
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5. Last Name(s)/Surnames \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
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6. Other Names Used \_\_\_\_\_  
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7. Date of Birth (*mm/dd/yyyy*) \_\_\_\_\_ 8. Place of Birth \_\_\_\_\_  
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9. Current Address \_\_\_\_\_ 10. Phone Numbers Day \_\_\_\_\_  
Evening \_\_\_\_\_  
Cell \_\_\_\_\_  
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11. E-mail Address \_\_\_\_\_  
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12. Are you a U.S. Citizen? Yes\_\_\_\_ No\_\_\_\_  
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13. Do you have permanent U.S. Resident Status? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, provide number \_\_\_\_\_  
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14a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) \_\_\_\_\_  
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And/Or

14b. Country Identification Number \_\_\_\_\_  
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15. Are you legally eligible to work in this country? Yes\_\_\_ No\_\_\_  
If yes, Mission HR may require verification of eligibility. Please attach copies of all  
documentation that confirms your legal eligibility to work in this country (e.g., work  
permit, residency permit). If you are not sure if you need to submit proof of eligibility,  
contact the Mission's HR office.  
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16. If hired, are there accommodations the Mission needs to provide so that you can  
perform all the essential functions and duties of the position? Yes\_\_\_\_ No \_\_\_\_  
If yes, please explain \_\_\_\_\_  
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17. If you are applying for a position that includes driving a U.S. Government vehicle, do  
you have a valid driver's license? Yes\_\_\_\_ No \_\_\_\_ N/A \_\_\_\_  
If Yes, Class/Type of License \_\_\_\_\_  
If Yes, have you operated a vehicle without incident for the past three years?  
Yes\_\_\_\_ No \_\_\_\_  
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18. What days are you available to work as part of a regularly scheduled work week?  
(Check all that apply) Sunday \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_  
Friday \_\_\_ Saturday \_\_\_  
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19. Do any of your relatives or members of your household work for the United States  
Government? Yes\_\_\_\_ No\_\_\_\_

If yes, provide the details below. If you need more space, use an additional sheet of  
paper. (See Instructions for Completing the DS-174 for the definition of relatives and  
members of household.)

Name	Relationship	Agency, Position & Location
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**U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING  
PREFERENCE**  
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20. Are you claiming preference in hiring under U.S. law, including the Foreign Service  
Act of 1980, based upon your status as either a U.S. Citizen Eligible Family Member  
(USEFM) or U.S. Veteran? See Instructions for Completing the DS-174 for additional  
information about the USEFM and U.S. Veterans hiring preference.  
(Check only one)

____ Yes, I am a U.S. Citizen EFM.	____ No, I am neither a U.S. Citizen EFM, nor a
____ Yes, I am a U.S. Veteran.	U.S. Veteran.
____ Yes, I am a U.S. Citizen EFM and	
also a U.S. Veteran.	

If claiming eligibility for US Veteran preference, you must attach a copy of your most  
recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming  
conditional eligibility for U.S. Veterans preference, you must submit proof of conditional  
eligibility

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**EDUCATION**  
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21. Graduate School Major	Dates Attended (mm-dd-yyyy)	Graduate?	Degree/
Name of School, City, State or Country	From To	Yes No	Diploma Subject

Undergraduate Major College/University	Dates Attended (mm-dd-yyyy)	Graduate?	Degree/
Name of School, City, State or Country	From To	Yes No	Diploma Subject

High School/GED or grade/level Country Equivalent	Dates Attended (mm-dd-yyyy)	Graduate?	If no, highest
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Name of School, City, State or Country	From To	Yes	No	completed
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Other, e.g., Primary, Major/ Tech/Vocational School	Dates Attended (mm-dd-yyyy) From	Graduate?	Certificate/ Diploma Subject
Name of School City, State or Country	To	Yes	No

### LICENSES, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION

22. List professional licenses, certifications, typing/keyboard, computer skills, formal and on-line training, and other skills and abilities you consider relevant to the position. Please include the license or certification number. Attach a copy if the licensing or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as required)

23. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant.

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## LANGUAGES

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24. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators:

Level I = Basic Knowledge

Level II = Limited Knowledge

Level III = Good Working Knowledge

Level IV = Fluent

Level V = Professional Translator

Language	Speak	Read	Write	Primary Language?
				Yes__ No__
				Yes__ No__
				Yes__ No__
				Yes__ No__

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## WORK EXPERIENCE

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Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages, as required)

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25a. Job Title (If U.S. Government, include the Series and Grade)

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From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
	E-mail Address_____

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May HR contact your current supervisor? Yes\_\_ No \_\_\_\_

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Describe your duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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25b. Job Title (If U.S. Government, include the series and grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
E-mail Address_____	

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

25c. Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
E-mail Address_____	

Describe your duties/responsibilities and accomplishments

Reason(s) for leaving. (Do not write "N/A" or Not applicable)

25d. Job Title (If U.S. Government, include the Series and Grade)

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address	Supervisor's Name and Contact Information
	Name_____
	Phone _____
	Number_____
E-mail Address_____	

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Describe your major duties/responsibilities and accomplishments

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Reason(s) for leaving. (Do not write "N/A" or Not applicable)

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**REFERENCES**

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26. List three personal references who are not relatives or former supervisors who have knowledge of your work performance. HR will obtain your permission before contacting any references.

Name	Address	Telephone	Occupation
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**SIGNATURE AND CERTIFICATION**

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27. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily give on or attached to this application may be investigated.

Signature \_\_\_\_\_ Date (*mm-dd-yyyy*)\_\_\_\_\_

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**PRIVACY ACT STATEMENT**  
**(for U.S. Citizens and Legal Permanent Residents of the U.S.)**

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AUTHORITIES: The information is sought pursuant to, e.g., the Foreign Service Act of 1980, as amended, and 22 U.S.C. 2669(c).

PURPOSE: The information solicited on this form is necessary to establish your eligibility and qualifications for advertised positions. The information furnished may also be used in the pre-employment fitness-for-duty process, if you are selected for a Mission position. We are authorized to solicit your social security number (SSN) by Executive Order 9397 to confirm the identity and employment eligibility of the individual. The SSN may also be used to seek information about you from employers, schools, banks, and others who know you. Disclosure of this information, including your social security number, is voluntary. Failure to provide the information requested on this application may result in delays in considering your application. It could result in you not receiving full consideration for the position. Incomplete addresses slow processing of your application.

ROUTINE USES: The information you provide in this form may be shared with Federal, State, local, and foreign agencies to the extent relevant and necessary for that agency's decision about you or to the extent relevant and necessary for that agency's decision about you. This information may be disclosed to a member of Congress or to a congressional staff member in response to an inquiry of the Congressional office made

at the written request of the constituent about whom the record is maintained. This information may also be disclosed in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

BURDEN: Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on this accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202

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#### **EQUAL OPPORTUNITY STATEMENT**

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The U.S. Government is an equal opportunity employer.

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**DS-174 CONTINUATION SHEET - WORK EXPERIENCE**

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25\_\_ Job Title (If U.S. Government, include the Series and Grade)  
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From (mm/dd/yyyy)      To (mm/dd/yyyy)      Salary per Year in      Hours per Week  
   U.S. Dollars or Local Currency  
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Employer's Name and Address      Supervisor's Name and Contact Information  
   Name\_\_\_\_\_  
   Phone\_\_\_\_\_  
   Number\_\_\_\_\_  
   E-mail Address\_\_\_\_\_  
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Describe your duties/responsibilities and accomplishments.  
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Reason(s) for leaving. (Do not write "N/A/" or Not Applicable)  
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27\_\_ Job Title (If U.S. Government, Include the Series and Grade)  
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From (mm/dd/yyyy)      To (mm/dd/yyyy)      Salary per Year in      Hours per Week  
   U.S. Dollars or Local Currency  
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Employer's Name and Address      Supervisor's Name and Contact Information  
   Name\_\_\_\_\_  
   Phone\_\_\_\_\_  
   Number\_\_\_\_\_  
   E-mail Address\_\_\_\_\_  
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Describe your duties/responsibilities and accomplishments.  
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Reason(s) for leaving. (Do not write "N/A" or Not Applicable)  
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